



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON FORT A.P. HILL
18436 4TH STREET
FORT A.P. HILL, VIRGINIA 22427-3114

REPLY TO
ATTENTION OF

IMPH-ZA

01 October 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commander's Policy Letter #47 - Overtime Policy for Family and MWR staff

1. Applicability. This policy applies to all Family and MWR employees working USAG, Fort A.P. Hill.
2. Proponent. Directorate of Family and Morale, Welfare, and Recreation (DFMWR).
3. Reference.
 - a. Standing Operating Procedure (SOP) #MWR7, Time Labor Management System (TLMS).
 - b. HQ US Army Installation Management Command OPORD 12-115
 - c. Army Regulation 215-3, Nonappropriated Funds Personnel Policy
4. Policy. Fort AP Hill Family and MWR staffing includes full time, part time and FLEX employees. It is the responsibility of Family and MWR leaders to effectively manage the scheduled work hours of their staff as well as implement effective controls for execution of overtime hours required during each pay period. In accordance with listed references, managers have a fiduciary responsibility to use non-appropriated funds, (NAF) properly and prevent waste, loss, mismanagement or unauthorized use. Policies on the use of overtime are found in AR 215-3, Chapter 3.
5. In accordance with IMCOM OPORD 12-115, DFMWR overtime will be monitored and reported to IMCOM G9 on a recurring basis. To ensure implementation of effective local controls on management of overtime hours, DFMWR approving officials will present Fort A.P. Hill Command Group (GC or DGC) with projected overtime requirements prior to each pay period with a justification statement for requested DFMWR overtime hours. These officials are as approved and identified in Para. 6 by the Garrison Commander. Overtime request report will include: the employee's name, division, requested overtime date(s), supporting task/activity, requested number of overtime hours, and justification for execution. These are the minimum requirements. Additional information may be provided. DFMWR approving officials will manage overtime execution during the current pay period. Any unforecasted overtime

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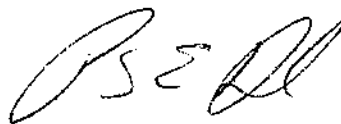
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requirements for DFMWR employees during the current pay period will be reviewed with Command Group at the earliest opportunity prior to or following authorized execution. DFMWR approving officials will present a final overtime report to Garrison Command Group at the end of the pay period and prior to final submission to IMCOM G9.

6. Personnel assigned in the following DFMWR Overhead Positions are delegated authority for approval of Fort A.P. Hill DFMWR employee overtime:

- a. Director, Fort A.P. Hill DFMWR
- b. Business and Recreation Chief, Fort A.P. Hill DFMWR
- c. NAF Support Manager/Chief, Fort A.P. Hill DFMWR

7. Point of Contact for this policy is Mr. Kris D'Alessandro, Director of Family and MWR, 804-633-8201.



PETER E. DARGLE
LTC, AR
Commanding

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